



To all INTraining providers:

It is that time of year again for states to begin collecting student-level data for federal reporting. As always, training providers should be submitting student-level data at the beginning and end of every cohort. Regular data submission lessens the burden at the end of the program year and allows for a quicker response and completion of the federal reporting requirement. All training providers MUST complete reporting during the federal reporting period.

IMPORTANT TO KNOW

Federal Reporting Program Year: 07/01/2019-06/30/2020

Federal Reporting Period: 07/01/2020-07/31/2020

INTraining Website: INTrainingDWD.org

Who must complete federal reporting?

Training providers who had a training program that was in an approved status at any time during the federal reporting program year will be required to submit student-level data during the federal reporting period for that program location regardless if any students were served.

How will I know which programs require federal reporting submission?

Training providers must log into their INTraining user account and review the training provider's programs. Under the *Programs* section of the user's dashboard, any program that requires federal reporting will be highlighted with a red **FEDERAL REPORTING DUE** indicator. This indicator will not appear until the first day of the federal reporting period, July 1, 2020. For each **program location** application listed under the main program id, you **MUST review, confirm, and submit any student data or advise that no student was served during the reporting period.** Training Providers will also be required to review and confirm the enrollment status for all students who still appear as enrolled past the length of the program. Additional guidance will be provided before the federal reporting period which begins 07/01/2020.

What data must be reported?

Data reporting is required for any student, regardless of funding source, who enrolls and starts in the associated program. Data is to be reported by program location.

How do I enter new data?

Training providers must log into their INTraining user account and manually enter data or upload a completed .csv Excel file. Student data, whether manually entered or uploaded, is completed from the *Student Data* tab within each program location. For further details, please refer to the Student Data Submission Manual located at INTrainingDWD.org on the *Training Providers*



page under *Resources*. Additional guidance will be provided before the federal reporting period which begins 07/01/2020.

How will I know that federal reporting was successfully completed?

You can ensure this task has been completed by reviewing the *Programs* section from the user's dashboard and viewing that the **FEDERAL REPORTING DUE** indicator has been removed.

What happens if I don't complete federal reporting?

Any program that does not submit data by end of day July 31st will be placed in a *Pending Data* status on August 1st, and the program funding will be suspended for 6 months. The training provider's requirement to submit student-level data during the 6 month *Pending Data* status will remain. If the provider submits this required data during the 6 month *Pending Data* time frame, the program will move into *Suspended* status for the remainder of the 6 month time period and will continue to be unfunded. The system will perform its calculation at the end of the 6 month suspension to determine if the program is again fundable. If the training provider does not submit the required student-level data during the 6 month *Pending Data* status, the program will be terminated.

INTraining Eligible Training Provider List

Workforce Education and Training
Indiana Department of Workforce Development
INTraining@dwd.in.gov